



CITY OF BRUNSWICK

1 W. Potomac Street • Brunswick, Maryland 21716 • (301) 834-7500

Brunswick Planning Commission Minutes February 27, 2006

Commission Members Present: Chair Ed Gladstone, Vice Chair Connie Koenig, Council Liaison Walt Stull, Don Krigbaum, and Ellis Burruss, Alternate.

Staff Present: Planning & Zoning Administrator Rick Stup, City Development Review Planner Jeff Love, and County Planning Liaison Carole Larsen.

Chair Gladstone called the meeting to order at 7:00 PM.

Minutes:

The minutes of the January 23, 2006 meeting were reviewed and approved as amended. (MOTION by Mr. Burruss and seconded by Ms. Koenig unanimously passed.)

Chairman:

Mr. Stup informed the Commission that the TOD Guidelines were adopted by the Mayor & Council on February 14, 2006. He noted that there appeared to be some reluctance by the Council and questions of maintenance expense of the striped areas by the City were raised. The Guidelines were passed with the understanding that it could be revisited as part of with Design Manual revisions and adoption.

Mr. Stup reviewed the Special Exception and Variance Process Chart with the Planning Commission.

Old Business:

None.

New Business:

Mr. Gladstone all those in attendance who were going to speak on any case during the meeting to rise and be sworn in.

Public Hearing

Text Amendment - Design Manual

Review of Staff Draft revisions to the Design Manual to adopt Transit Oriented Design Guidelines as an appendix, establish modification language, and minor routine revisions

Planning Commission Minutes
February 27, 2006
Page 2 of 7

for a recommendation to the Mayor and Council to adopt the Design Manual as an ordinance. BR-DM-06-01-TA

Staff Presentation and Recommendation:

Mr. Stup presented the Staff Report for the proposed revisions to the Design Manual.

The Ordinance 434 Document proposes adding Sections 4-1103, 4-1104 and 4-1105 to the Chapter 4, Article 1, Title 1 of the Code of the City of Brunswick. These new sections address the adoption of the Design Manual as a separate publication, state the intent of the Mayor & Council for adopting the Design Manual, and identify an Annual Amendment Requirements. Additionally, the entire revised Design Manual with the proposed revisions is EXHIBIT A of the document.

Design Manual proposed revisions:

1. General Chapter – Staff proposes to add a “Conflicts, Modification, and Amendment’ to Article 1.
2. Water System Design Chapter – Staff proposes revisions as follows:
 - General Section - reflects current City Operation and inspection verbiage.
 - Design Criteria Section – establishes layout and establishes a consistent easement criteria, and reflects current City Operation and inspection verbiage.
 - Contract Drawings – requires As-builts for both Conditional and Final Approval Requests, and reflects current City Operation and inspection verbiage.
3. Sewer System Design Chapter - Staff proposes revisions as follows:
 - General Section - reflects current City Operation and inspection verbiage.
 - Design Criteria Section – revised to clarify easement.
 - Contract Drawings – requires As-builts for both Conditional and Final Approval Requests, and reflects current City Operation and inspection verbiage.
4. Storm Drainage Design Chapter - Staff proposes revisions as follows:
 - Introduction Section- reflects inspection verbiage.
 - Submittals Section– reflects current City Operation, standardizes easements, and Requires As-builts for both Conditional and Final Approval Requests.

- Contract Drawings Section– requires As-builts for both Conditional and Final Approval Requests, and reflects current City Operation and inspection verbiage.
- Storm Drain Design Standards Section - reflects current City Operation

5. Streets and Roads Design Chapter - Staff proposes revisions as follows:

- Table of Contents – reflects Appendix Numbering and adds Appendix B.
- General Section - reflects inspection verbiage, and adds TOD Appendix Reference.
- Contract Drawings Section – requires As-builts for both Conditional and Final Approval Requests, and reflects current City Operation.
- Appendix Section - adds TOD as Appendix B.

6. Street Lighting Design Chapter - Staff proposes revisions as follows:

- General Section - reflects clarification for Street and Alley System.
- Contract Drawings and Documents to be submitted to the City Section – requires As-builts for both Conditional and Final Approval Requests, and reflects current City Operation.

Staff recommends that the Planning Commission forward an Approval Recommendation to the Mayor and Council, and for Staff to forward the recommendation to the Mayor and Council as part of the Staff Report.

Mr. Stup answered Commission questions with regard to the proposed amendment and Staff Recommendation.

Applicant: None since the City is the applicant.

Public Comment:

None.

Rebuttal:

None.

Decision:

Ms. Koenig made a motion to approve the revisions to the Design Manual in accordance with Staff Recommendation; Mr. Krigbaum seconded the motion.

VOTE: Yea 5 Nay 0

Subdivision – Addition Plat

West End Park, Lots 105 & 106 into Lots 105A; lots 152-158 into Lot 152A; & Lots 159-162 into Lot 159 - Located on the North side of West Potomac Street, North & South side of Brunswick Street, West of Florida Avenue. Zoning Classification: OS, BR-AP-06-01

Mr. Love presented the Staff Report for the addition of Lots 105 & 106 into Lots 105A; lots 152-158 into Lot 152A; & Lots 159-162 into Lot 159. The proposed use of the three areas will be West End Park to be developed by the City.

He further stated that the Check Sheet Items and Agency minor comments need to be addressed, but none would affect the outline of the new lot areas.

Staff recommends approval of the Addition Plat in accordance with the Staff Report and with the following conditions:

1. The Water and Sewer Note must be added to state, “This lot is to be served by City of Brunswick Water and Sewer when capacity is available in accordance with City Allocation Policy.”
2. Approval does not guarantee the allocation or availability of Water and Sanitary Sewer Taps.
3. Address additional Planning Staff Comments.
4. Address appropriate Agency Comments.
5. Applicant is bound by their testimony.
6. A copy of the recorded Confirmatory Deed to be submitted with recording information prior to the issuance of any Zoning Certificate.

Messer. Love and Stup answered Commission Questions with regard to the application and Staff Recommendation.

Applicant:

Geri Reynolds, Recreation Director, presented the applicant case and answered Commission questions.

Public Comment:

None.

Rebuttal:

None.

Decision:

Mr. Krigbaum made a motion to approve the Addition Plat in accordance with Staff Recommendation and the following conditions:

Planning Commission Minutes
February 27, 2006
Page 5 of 7

1. The Water and Sewer Note must be added to state, "This lot is to be served by City of Brunswick Water and Sewer when capacity is available in accordance with City Allocation Policy."
2. Approval does not guarantee the allocation or availability of Water and Sanitary Sewer Taps.
3. Address additional Planning Staff Comments.
4. Address appropriate Agency Comments.
5. Applicant is bound by their testimony.
6. A copy of the recorded Confirmatory Deed to be submitted with recording information prior to the issuance of any Zoning Certificate.

; Mr. Burruss seconded the motion.

VOTE: Yea 5 Nay 0

Zoning/Subdivision – Text Amendments

APFO – County

Review of the proposed Land Stewards, L.C. revised resubmitted amendment of the County APFO with regard to Schools for recommendation to the Mayor & Council. FcPc File Number AT-06-01

Staff Presentation and Recommendation:

Mr. Stup presented the Staff Report for the proposed amendment to the County APFO.

Staff recommended that the Planning Commission forward a Denial Recommendation to the Mayor and Council for the following reasons:

1. It places the County in a situation that may require diverting funding for smaller School Feeder Pattern to areas that were permitted to use the buy-out.
2. It could force smaller jurisdictions with an APFO to consider an amendment to their APFO to weaken the School Test to be able to continue to grow.

Staff further recommends the recommendation be forwarded to the Mayor and Council as part of the Staff Report.

Mr. Stup answered Commission questions with regard to the proposed amendment and Staff Recommendation.

Applicant: None since the request was from Frederick County for comments.

Public Comment:

None.

Rebuttal:

None.

Decision:

Mr. Burruss made a motion to deny the amendments in accordance with Staff Recommendation; Ms. Koenig seconded the motion.

VOTE: Yea 5 Nay 0

Financial Assistance Application

Review of the City of Brunswick application for Water Quality Infrastructure Program, Capital projects, Application for Financial Assistance for its consistency with the Master Plan and CIP.

Staff Presentation and Recommendation:

Mr. Stup presented the Staff Report for the request for the City for a Finding of Consistency of the WWTP Improvements with the City of Brunswick Master Plan. He stated that Staff has reviewed the application for STAG and WQIP and find that they are consistent with the intent Master Plan, CIP, and County Water & Sewer Plan.

Staff recommended that the City of Brunswick Planning Commission find the application for STAG and WQIP and find that they are consistent with the intent Master Plan, CIP, and County Water & Sewer Plan

Mr. Stup answered Commission questions.

Applicant: None since the request was from the City of Brunswick for Finding of Consistency. However, Mayor Jones answered questions from the Commission with regard to the two applications.

Public Comment:

None.

Rebuttal:

None.

Decision:

Mr. Burruss made a motion that the City of Brunswick Planning Commission find the application for STAG and WQIP consistent with the intent Master Plan, CIP, and County Water & Sewer Plan in accordance with the Staff Recommendation; Ms. Koenig seconded the motion.

VOTE: Yea 5 Nay 0

Planning Commission Minutes
February 27, 2006
Page 7 of 7

Public Comment:

Mr. Stup announced that to date there would not be a regular meeting on March 27, 2006. The items that had been submitted had too many revisions from the TAC meeting and Agency Comments to be ready for the March Meeting. Staff will notify the commission as soon as the re-submission deadline has past.

Adjournment:

The meeting was adjourned at 8:20 PM.

Respectfully submitted,

Edward Gladstone, Chair
Brunswick Planning Commission